

# Role-Based Action Checklists and Timing

## System Administrators (complete by: TBD )

- Add district calendar for the new year and mark non-teaching days (guide)
- Update projector schedules to the current calendar and dates (guide)
- Add/update users or import in bulk; apply Mass Maintenance as needed (guide)
- Tie lesson plan templates to the current calendar (guide)
- Add new standard sets and initiate realignment workflow (guide)

## Teachers/Educators (complete by: TBD )

- Reset classes to clear last year's student/assignment data (guide)
- Run Unit Details for first two units; list missing materials/targets (guide)
- Verify standards on courses; request missing sets from admin
- Save favorite reports (Course Summary, Projection Details)

## Curriculum Directors (sprint cadence: start by: TBD )

- Run Standards Map per department and capture gaps/overlaps
  - Run Course Content Audit for required template fields
  - Run District Statistics to compare course depth across program
  - Convene department leads to assign revisions and due dates
-

## All-in-One Resource Pack

- Back to School Checklist: [Open](#)
- Reports for Educators (Course Summary, Unit Details, Standards Map, Projection Details): [Open](#)
- Unit Details Report (how-to): [Open](#)
- Review Curriculum Comments Role: [Open](#)
- Add Calendar: [Open](#)
- Update Projector Schedule: [Open](#)
- Add/Update Users: [Open](#)
- Update Lesson Plan Templates: [Open](#)
- Update a Standard Set: [Open](#)

# Back to School Checklist

Welcome back! We are here to support your work this school year and thought we'd share a few helpful Embarc reminders! Don't hesitate to reach out if you have any specific needs or would like to request training for your staff.

## System Administrators:

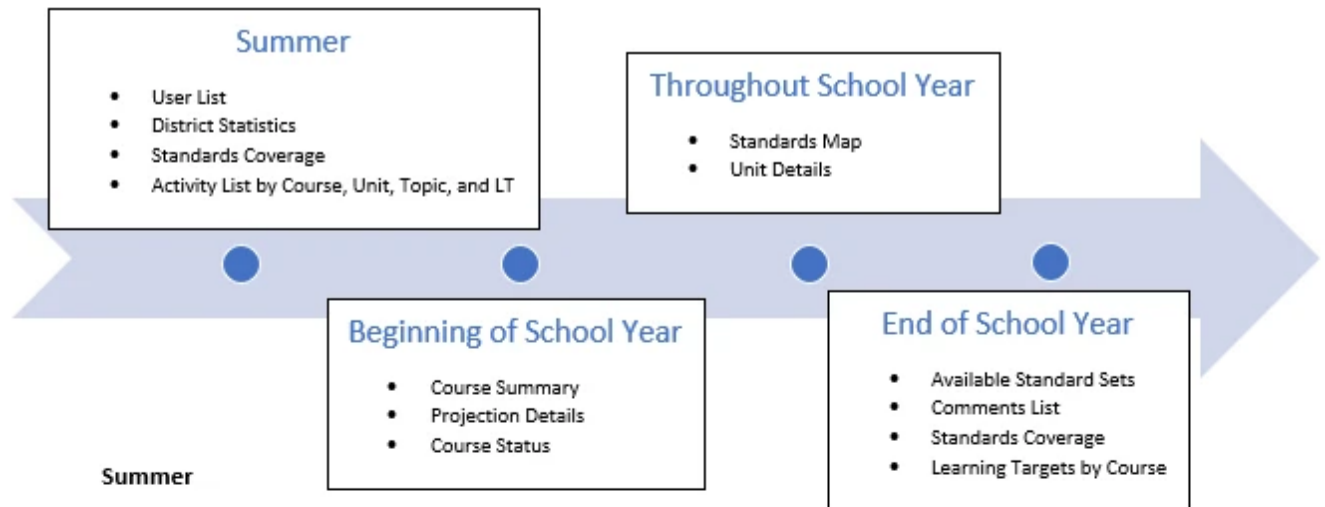
- Enter [calendar](#) for the current school year
- Update [projection schedule](#) for current school year
- Update [users list; add new users](#)
- Update [lesson plan templates](#) to current calendar (Classroom users only)
- Check to ensure all [new courses](#) are created
- Check departments for current standard sets
- [Update standards in classes with new standards](#)
- Notify [Embarc Support](#) to request an upload of new standards
- Register for [Support](#) for specific training needs

## All Users:

- Create [new courses](#) as necessary
- [Reset classes](#) - **this clears old lesson plans, students, and assignments (Classroom users only)**
- Check courses for current standard sets
- Request system administrator [add standard sets](#) to department if necessary
- Notify [Support](#) to request an upload of new standards
- [Review any comments](#) related to curriculum
- Register for [Embarc Academy Sessions](#) or request [Support](#) for specific training needs

**\*Bolded tasks are essential for successful Embarc usage**

# Embarc Monitoring Instruction Timeline



## Summer

- **User List:** List of all users and their access rights
- **District Statistics:** Provides summary information by department of course, unit, topic, and learning target counts
- **Standards Coverage Report – Big Picture:** Provides a view by standard of the corresponding learning targets grouped by course/unit/topic in grade order (when planning for the year, teachers can see where strengths and weakness may be from testing data)
- **Activity List by Course, Unit, Topic, and Learning Target:** Provides a listing of activities to determine areas of need

## Beginning of School Year

- **Course Summary:** Provides an overview of what is included in a course – scope and sequence, units, topics, learning targets, and activities.
- **Projection Details:** Provides a listing of learning targets or standards grouped by unit or topic with their projected dates or durations. Good for teacher planning and/or administrator walk-throughs.
- **Course Status Report:** Provides a listing of courses and their corresponding status and details; filterable by department and status

## Throughout School Year

- **Standards Map:** Provides a graphical representation by standard of the grade levels where the standard is covered by the curriculum
- **Unit Details:** Provides the complete details of a unit, including attachments, topics, activities, and learning targets

## End of School Year

- **Available Standard Sets:** provides a listing of standard sets available in BYOC for the district to use
- **Comments List:** Provides a list of all comment for courses, organized by units and topics
- **Learning Targets by Course:** Provides a listing of learning targets and their aligned standards organized by course/unit/topic. Filterable by department, course, and/or unit.